

**DETROIT WORKFORCE
DEVELOPMENT DEPARTMENT
(DWDD), A Michigan Works!
Agency, in cooperation with the
Detroit Workforce Development
Board (DWDB)**

**Mayor of Detroit
Honorable Kwame M. Kilpatrick,
Esq.**

**Detroit Workforce Development
Board, Chair
Tom Goss**

**Announcement Type: Notice of
Solicitation for Request for
Proposal (RFP) – Jobs Education
and Training (JET)**

Key Dates:

September 19, 2007, this RFP will be available for pickup at the Detroit Workforce Development Department's Operations Division, Second Floor, 707 W. Milwaukee Avenue, Detroit, Michigan 48202, between the hours of 8:30 a.m. and 4:00 p.m.

September 24, 2007, a Bidders' Conference will be held in the Detroit Workforce Development Department's First Floor Conference Room, 707 W. Milwaukee Avenue, Detroit, Michigan 48202. Time: 1:30 p.m. - 3:00 p.m. Reservations requested. RSVP at (313) 876-0584 Ext. 214, or reservations can be made by email at dorlinr@detroitmi.gov

Questions regarding this RFP may be directed to Robert E. Shimkoski, Jr., Manager I, Operations Division at (313) 876-0584, ext. 217, or at Rshimkoski@detroitmi.gov.

Additional questions will be answered at the Bidders' Conference on September 24, 2007. After this date, the Operations Division will not entertain questions. Questions shall not be directed to any other DWDD staff members.

September 28, 2007, the completed proposals are due in the office of the Detroit Workforce Development Department's Operations Division, Second Floor, 707 W. Milwaukee Avenue, Detroit, Michigan 48202, between the hours of 8:30 a.m. and 4:00 p.m.

EXECUTIVE SUMMARY

The Detroit Workforce Development Department (DWDD), a Michigan Works! Agency, announces a Request for Proposal (RFP) to provide services for Jobs Education and Training (JET).

A planning process has been initiated by the state of Michigan Department of Human Services and the state of Michigan Department of Labor and Economic Growth that will consolidate Work First and JET into one program called JET, that meets the requirements set forth by the U.S. Department of Health and Human Services in the Temporary Assistance For Needy families (TANF) Interim Final Rule: 45 CFR Parts 261 et al., Federal Register, Volume 71, Number 125, June 29, 2006, as well as state of Michigan Public Act No. 345 of 2006, dated August 16, 2006 (House Bill 5796). In anticipation of this consolidation, DWDD is issuing this JET RFP.

JET will provide services for TANF recipients, individuals from two-parent families identified by the Michigan Department of Human Services (MDHS); Non-Custodial Parents (NCPs) who are in arrears in child support and referred by the Wayne County Friend of the Court, and, depending upon the availability of funds, Non-Cash Recipients (NCRs). The JET program's goal is to prepare welfare recipients for employment and self-sufficiency.

In the TANF Interim Final Rules, the U.S. Department of Health and Human Services issued new standards for TANF participation. contractors are responsible for ensuring that federal participation rates are met.

DWDD is committed to providing customers with highly effective JET services. Contractors selected through this procurement process must support the following principles:

- Agree and adhere to DWDD's Mission, Value System, and Operating Principles;
- Have the ability to provide services that establish and maintain a connection to the workforce while developing opportunities for

participants to increase their ability to gain economic independence and self-sufficiency;

- Have the ability to implement JET principles and provide services that are easily accessible to adults and individuals with disabilities;
- Provide Job Search and Job Readiness activities and curriculum that lead to employment;
- Provide services based on a performance-based approach through which contractors are paid based upon the completion of benchmarks;
- Provide case management, supportive services, education and training and follow up services that encourage continuous attendance, goal achievement and economic self-sufficiency;
- Demonstrate collaborative working partnerships with faith-based and community organizations, and a working partnership with the education and training community;
- Have the ability to provide administrative services for the program including a Management Information System (MIS) needed to track program data;
- Develop and implement a business services strategy that identifies and establishes relationships with employers who will hire program participants;
- Commit to continuously enhancing DWDD's ability to serve JET program participants; and,
- Demonstrate experience in achieving outcomes that are required by this RFP.

The Detroit Workforce Development Board (DWDB), in partnership with the local Chief Elected Official, the Mayor of the city of Detroit, is directly

responsible and accountable to the Michigan Department of Labor and Economic Growth (MDLEG) for the planning and oversight of all workforce training and services in the workforce development area. DWDB and DWDD ensure effective outcomes consistent with statewide goals and objectives, which meet and exceed standards approved by the MDLEG.

DWDD is an equal employment opportunity employer and program operator and does not discriminate on the grounds of race, color, sex, sexual orientation, religion, national origin, height, marital status, arrest record, disability, political affiliation, or belief, and for beneficiaries only, citizenship or participation in programs funded under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA), in admission or access to, opportunity or treatment in, or employment in the administration of or in connection with, any PRWORA-funded and non-PRWORA-funded program or activity.

Auxiliary aids and services are available upon request to individuals with disabilities.

Information contained in this RFP will be made available on the World Wide Web at: www.detroitmi.gov/employtrain and in alternative format upon written request to DWDD.

SUPPLEMENTAL INFORMATION

Detroit Workforce Development Department's Preamble:

DWDD is implementing a radical redesign of its Detroit Workforce Service System. This redesign effort includes changing the way Detroit's Workforce Service System's services are delivered to job seekers and employers. The major driving force for this change is to better align the accountability of the Detroit Workforce Service System and to ensure that more resources are directed to serving customers.

A major feature of the revamped Detroit Workforce Service System will be the improvement of services provided to TANF and other program participants. Applicants who apply for this RFP must accommodate changes in program design and requirements. TANF services are expected to provide assessment, Individual Service and Employment

planning, a high degree of individual attention, self-sufficiency attainment techniques, supportive services, job search, job placement and job readiness techniques and best practices in order to help the participants achieve economic self-sufficiency.

Within the Detroit Workforce Service System, DWDD will operate the outreach, core, and initial career planning services across the entire system. DWDD will also link the appropriate candidates to the program. In addition, DWDD will continue to provide supplemental services including, where possible, cross registration in additional programs and a full array of training services including No Worker Left Behind, individual training accounts, job development and job placement to participants.

Detroit Workforce Development Department's Mission:

The Mission of the Detroit Workforce Development Department, a Michigan Works! Agency is to promote the economic self-sufficiency of Detroit residents, and to provide qualified workers to local employers through the delivery of cost-effective, high quality employment, training, and education services in partnership with businesses, community-based organizations, educational institutions, and governmental agencies.

Detroit Workforce Development Department's Value System:

EXCELLENCE: By striving to provide high quality services to all customers, staff, partners, contractors, and other community stakeholders.

RESPECT: For our fellow customers, employees, stakeholders, business partners, and contractors while showing willingness to solicit their opinions and value their feedback.

COMPASSION: In our relationship with our customers, employees, and the communities affected by our business.

HONESTY: In communication within the organization and with our business partners, customers, while at the same time protecting the company's confidential information.

CUSTOMER-FOCUS: By treating

customers with dignity and respect.

QUALITY-DRIVEN: Assures effective outcomes and strategies based on proven results.

TEAMWORK: By developing our workforce at all levels through collaborative partnerships.

INNOVATION: By maximizing creativity and the use of all resources.

Detroit Workforce Development Department's JET Operating Principles:

The JET program seeks to help program participants not just find jobs, but to stay employed, gain skills, and advance in their careers. The goal is to assist all individuals and families find the resources that they need to overcome employment obstacles and to move up career ladders to self-sustaining, lasting employment. In implementing the program, JET encourages cooperation and partnerships among not only state agencies like the Michigan Department of Labor and Economic Growth (MDLEG), the Michigan Department of Human Services (MDHS), and Michigan Rehabilitation Services (MRS), but also local Michigan Works! Agencies like DWDD's employers, community- and faith-based organizations, human service entities, and education and training providers. Services provided will result in improved outcomes including the following:

- Additional short-term family support for participants;
- A reduction in the number of open cases;
- An increase in participants' reading and math skills to the eight grade level or above, as well as an increase in the attainment of high school diplomas and General Educational Development certificates;
- An increase in wage gains for employed participants; and,
- A demonstrated impact on the participants' families.

PART I – FUNDING OPPORTUNITY DESCRIPTION

Overview:

The current Work First and JET programs will be consolidated into one program and renamed JET. DWDD seeks qualified contractors to implement the new JET program. JET will seek to implement objectives designed to promote the economic self-sufficiency of program participants. The number of contractors chosen will be fewer than that used in previous years.

The program will use a blended approach that coordinates and maximizes the services available to participants from many entities including DWDDD, MDLEG, MDHS, MRS, and other governmental and non-profit partners.

DWDD is firmly committed to ensuring that its Workforce Service System provides basic services equitably to all the various groups of potential job seekers and employer customers. The JET providers must have solid, effective methods for serving a wide range of diverse groups, particularly those characterized as “hard to serve.” Examples of these individuals include, but are not limited to, former prisoners, older workers, members of racial or ethnic groups, women, and individuals with disabilities, non-English speakers, and those lacking basic education.

DWDD will institute a hybrid of fixed-price and performance-based contracting for contractor payments. Seventy percent of the contract will be fixed-price based on reimbursement for costs including rent, staff salaries, supplies, fees and other allowable program costs. Thirty percent of the contract will be based on performance. Up to 10% percent of the contract performance payments will be made for each of the first three quarters for meeting the performance measures. The payments will be based on the following payment schedule:

- 1/3 payment for meeting DWDD’s benchmarks for employment;
- 1/3 payment for meeting DWDD’s benchmarks for employment retention;

- 1/3 payment for meeting DWDD’s benchmarks for case closure due to income.

When applicable, the performance-based benchmarks must include participant carry-ins from the previous year.

DWDD will select contractors that are geographically-diverse to ensure that JET contractors are located near DHS offices, and that participants from all areas of the city will have easy access to JET contractor services.

PART II - ACTIVITIES ELIGIBLE FOR FUNDING

Proposers must offer innovative and effective methods for administering JET’s program design. Those methods should establish a path to self-sufficiency for participants. All participants placed in employment must earn a wage rate of at least \$8.00 or more per hour. Customized job placement services must be designed to provide the optimum employment experience for each participant.

The state of Michigan requires work participation of up to 40 hours per week for all JET participants. Allowable activities are divided between “core” and “non-core” activities. Single parent families (with or without a child under the age of six) must complete 20 hours of participation each week in at least one of the eight “core” activities.” For two-parent families not receiving federally-funded child day care assistance, a total of 30 hours per week of the required 35 hours per week must be spent participating in core activities. For two-parent families that are receiving federally-funded child day care assistance, a total of 50 hours per week of the required 55 hours per week must be spent participating in core activities. Any remaining hours of weekly participant requirements may be met through participation in “non-core” activities or core activities. The JET contractor must document daily the hours of each participant. An individual employment or service plan that fulfills the hourly participation required for each participant must be prepared for each participant and placed in his/her file.

JET Allowable Activities

A description of the core and non-core designation of each allowable activity, as defined in the MDLEG, Bureau of Workforce Programs, Policy Issuance 06-11 and changes, follows:

1. Unsubsidized Employment is a Core Activity. This means full or part-time employment in the public or private sector that is not supported by TANF or State General Fund/General Purpose (GF/GP) funds. Participation in unsubsidized employment is a the fundamental goal for all JET Program participants to prepare them for self-sufficiency and public assistance case closures.

Self-employment may count as unsubsidized employment. Self-employment may include, but is not limited to, domestic work and the provision of childcare. The following formula will be used to determine if a self-employed participant meets or exceeds required minimum hours of employment necessary to report as unsubsidized employment.

Monthly net business sales (revenues – expenses) divided by Michigan’s minimum wage = total monthly hours.

The weekly calculated average hours must equal or exceed the minimum required hours of participation.

2. Subsidized Private and Public Sector Employment is a Core Activity. This is employment for which the employer receives a subsidy from TANF or GF/GP funds to offset some or all of the wages and costs of employing a recipient.

Subsidized private or public sector employment is to be used only on a limited basis for placement of participants who may have barriers to employment. Subsidized private or public sector employment allows an employer the opportunity to observe how the participant functions in a work environment.

Subsidized private or public sector employment shall be limited to a maximum of 12 months. The MWA must provide the necessary supportive services to ensure that the participant is able to successfully complete the probationary period.

Subsidized private or public sector employment may be arranged directly

through the employer or through a placement agency. TANF, GF/GP, or other funds may be used to reimburse the employer for the actual wages or salary earned by the participant. The subsidy is not to be used to provide fringe benefits.

If the DHS closes the participant's FIP case, and the placement of the participant into this activity was the result of efforts made by the MWA, the participant may remain in this activity for the remaining balance of their limitation under the JET Program.

3. On-the-Job Training (OJT) is a Core Activity. This applies to individuals who are employees of a public or private employer providing OJT. The use of OJT funds requires the pre-approval of DWDD.

Participants receiving OJT will normally have contractual training periods. An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan. Unlike subsidized employment, the training provided has the goal of leading to a higher level of job performance and improving particular skills. Reimbursement of training costs may be provided to the employer from external funding sources, which may cover up to 50 percent of a participant's salary. All participants must be supervised by an employer, work site sponsor, or other responsible party no less frequently than daily. Reimbursement of training costs is provided to the employer. Participants may be provided supportive services for up to 24 months, or for the length of the established contract, whichever comes first.

In the event of TANF case closure, payment may continue to be paid to the employer until the OJT contract expires or is terminated by any party.

The OJT standards under Subpart B, Section 663.700 through 663.710 of the Federal WIA Regulations, will apply for all JET participants. An employer, work site sponsor, or other responsible party must supervise

OJT daily.

4. Job Search and Job Readiness Assistance is a Core Activity. This activity involves the act of seeking or obtaining employment, preparation to seek or obtain employment, including life skills training, substance abuse treatment, mental health treatment, or rehabilitation activities for those who are otherwise employable. Job search and job readiness activities must be supervised on an ongoing basis with participation records documented no less frequently than daily.

The "Job Search" aspect means "the act of seeking or obtaining employment," which should encompass all reasonable job search initiatives. Job searching includes, but is not limited to, making contact with potential employers by telephone, in person, via the Internet, submitting resumes or email applications to apply for job openings and/or vacancies, and interviewing for jobs. The contractor must customize the job search for each applicant, sending participants for interviews with employers who have been contacted by the contractor. The participant's resume must be customized for each position,

"Job Readiness" involves any activity that prepares individuals to obtain and maintain employment. This entails activities that assist participants in becoming familiar with general workplace expectations, and learning behaviors and attitudes necessary to compete in the labor market. This includes, but is not limited to, preparing resumes or job applications, training in interviewing skills, instruction in work place expectations, and training in effective job seeking.

Job Readiness may also involve substance abuse treatment, mental health treatment, or rehabilitation activities that must be determined necessary by a certified or licensed medical, mental health, or rehabilitation professional through written documentation.

As with all allowable activities, hours spent in substance abuse treatment, mental health treatment, or rehabilitation activities must be documented. If an individual does not have a sufficient number of hours of participation in substance abuse treatment, mental health treatment, or rehabilitation activities alone to

comply with his/her required number of work participation hours, a participant may combine the substance abuse treatment, mental health treatment, or rehabilitation activities with other allowable activities.

Per 45 CFR 261.34, an individual's participation in Job Search and Job Readiness Assistance can count for a maximum of 12 weeks per fiscal year, of which no more than four weeks may be consecutive, if the state meets the definition of a "needy" state. There are two ways for a state to qualify as a needy state: one based on its unemployment rate, the other based on increases in its Food Stamp caseload (see section 403 (b)(5) of the Social Security Act). As such, Michigan has been deemed a "needy" state and the 12-week limit per fiscal year of Job Search/Job Readiness shall be applied. If an individual participates for more than four consecutive weeks or more than the determined total number of allowable weeks in a fiscal year, Job Search and Job Readiness Activities no longer count toward meeting participation requirements and the individual must be assigned to other Core Activities accordingly.

Michigan determines the number of hours for Job Search/Job Readiness Assistance by counting each hour spent preparing or searching for employment as one hour of participation. Any amount of time spent participating in Job Search/Job Readiness during a week shall be considered one week of participation in Job Search/Job Readiness. Michigan Works! case management staff is required to supervise Job Search/Job Readiness activities with daily Sign-in sheets and other attendance recording logs must be maintained at local offices,

5. Work Experience is a Core Activity.

The Work Experience Program (WEP) is an unpaid training assignment, usually best suited for individuals lacking previous employment experience and/or Job Readiness skills, prohibiting direct placement into Unsubsidized Employment. The goal of the WEP is to improve skills, attitudes, and the general employability of these individuals.

The WEP training assignments are not intended to create employee-employer relationships. The program is intended to benefit participants by providing them with short-term, on-

site work experience, which will add to their appeal as potential employees and help them maintain employment once job placement has occurred.

DWDD shall periodically evaluate the effectiveness of WEP training assignment(s) to assess the participant's readiness for full-time Unsubsidized Employment.

A work site sponsor, or other responsible representative is required to supervise WEP participants' daily assignments. Also, local case management staff must maintain daily attendance reports to ensure participants are meeting federal work participation requirements.

Training sites for all WEP assignments shall be approved by the DWDD. DWDD must negotiate the terms for placement of participants at WEP sites in terms of the participants' employment and training objectives. The monthly hours of participation in a WEP may not exceed the amount of cash assistance the participant receives per month divided by the state's minimum wage, in accordance with the Fair Labor Standards Act (FLSA). If the allowable monthly hours of WEP do not satisfy the participant's monthly core activity participation requirements, a core activity other than WEP or CSP must be used to meet the remainder of the core activity participation requirement.

All WEP participants are considered employees under the FLSA for purposes of workers' compensation coverage. The liability for the participants, regarding workman's compensation, etc., is the responsibility of the state, not the work site or organization where the work experience activity takes place, per DHS Program Eligibility Manual 232.

6. Community Service Programs (CSP) is a Core Activity. CSP consist of unpaid activities in the private or public non-profit sector that directly benefit the community serving a useful purpose. The activities should also enhance participant's skills and attitudes related to work. CSP must be designed to improve the employability of recipients otherwise unable to obtain employment and must be supervised on an ongoing basis, no less frequently than daily.

CSP sites shall be approved by the DWDD. DWDD will also negotiate

the terms of the placement of participants at community service sites. DWDD shall take into account, to the extent possible, the prior training, experience, and skills of a participant in making appropriate community service assignments.

Per section 405 (12) of the Workforce and Career Development section of Public Act No. 345, participants enrolled in CSP in conjunction with training or education may count up to a maximum of 36 months of participation in CSP towards state participation requirements. Participants enrolled in CSP in conjunction with training or education may be provided supportive services for up to a maximum of 24 months.

A MWA shall only place participants into nonsectarian or nonpartisan activities. If participants are placed in sites with faith-based or political organizations, participation must be voluntary on the part of the participant, and the work activity must be nonsectarian and nonpartisan in nature. An evaluation must be done periodically in order to assess the effectiveness of participants' enrollments in CSP.

The monthly hours of participation in a CSP may not exceed the amount of the cash assistance the participant receives per month divided by the state's minimum wage, in accordance with the FLSA. If the allowable monthly hours of CSP do not satisfy monthly core activity participation requirements, a core activity other than CSP or WEP must be used to meet the remainder of the core activity participation requirement.

All CSP participants are considered employees under the FLSA for purposes of workers' compensation coverage. The liability for the participants, regarding workman's compensation, etc., is the responsibility of the state, not the work site or organization where the community service program takes place, per DHS Program Eligibility Manual 232.

7. Providing Childcare Services to an Individual Who is Participating in a Community Service Program is a Core Activity. This means providing childcare to enable another TANF recipient to participate in a CSP. Participants in this activity must be supervised on an ongoing basis no less frequently than daily.

Childcare provided to TANF recipients (and others) in other activities typically involves payment for services rendered and is classified as unsubsidized employment. Case managers must ensure the activity is effective in helping move the childcare provider toward self-sufficiency. Training, certification, or mentoring will help make the activity meaningful and may be a first step toward the participant's attainment of employment in the childcare field.

Participants providing the childcare services must collect written certification to document that childcare services were actually provided by them for someone engaged in CSP activities. A "log-sheet" with drop-off and pick-up times, signed by both parties, is an example of such certification. These certifications must be collected by DWDD in order to verify the hours of participation for individuals providing the childcare. The hours should be cross-referenced with the CSP activity verification to ensure accuracy.

8. Vocational Educational Training (VET) is a Core Activity. A maximum of 12 months of participation in this activity per participant can be counted towards federal participation requirements.

Limitations on countable participation time towards state requirements are outlined in the following subcategories, for each category of VET. VET is categorized into three groups: Vocational Occupational Training; Condensed Vocational Training; and Internships, Practicums, and Clinicals. These activities are organized educational programs that are directly related to the preparation of individuals for employment in current or emerging occupations requiring training other than a baccalaureate or advanced degree. VET programs should be limited to activities that provide individuals the knowledge and skills to perform a specific trade, occupation, or other particular vocation. VET programs shall not include educational activities leading to a baccalaureate or advanced degree. Please note that certain baccalaureate and advanced degree programs may be defined as Job Skills Training Directly Related to Employment. Please refer to section 9 in this policy for further detail.

Any and all VET must be occupationally relevant and in demand as determined by the MWA. VET participants must be supervised

no less frequently than daily. Case management staff must collect attendance reports from the education/training provider to ensure individuals are meeting participation requirements. All actual documentation, including attendance reports, activity records, transcripts, etc., must be maintained in participant case files in the local offices.

All educational training must be provided by education or training organizations, which may include, but are not limited to, vocational-technical schools, community colleges, postsecondary institutions, proprietary schools, non-profit organizations, and secondary schools that offer vocational education.

VET activities may include basic and remedial education and English-as-a-Second Language (ESL) components on a limited-duration basis. The educational or training organization providing the services must determine such activities to be a necessary part of the training, and provide supporting documentation for its need. Such education must be embedded within the VET activity as a minor element of the program.

A. Vocational Occupational Training - An occupationally relevant training component, directly related to a specific occupational field or specific job, which may combine classroom, laboratory, and other related activities.

Per section 405 (12) of the Workforce and Career Development section of Public Act No. 345, Vocational Occupational Training participants may count up to 15 hours per week of classroom seat time, plus one hour of supervised, related study time for each hour of classroom seat time toward meeting their participation requirements. Participants enrolled in CSP in conjunction with this activity may count a maximum of 36 months of participation in this activity towards state participation requirements. Participants enrolled in CSP in conjunction with this activity may be provided supportive services for a maximum of 24 months.

Only 12 months of this activity's participation time may be counted towards federal participation requirements, in all cases. In order to remain in Vocational Occupational Training, participants must also demonstrate sufficient progress, as

determined by the MWA in conjunction with the educational/training institution.

B. Condensed Vocational Training (CVT) - A short-term (not to exceed six months) vocational training program requiring a minimum of 30 hours of classroom seat time per week. The MWA must determine that a CVT is occupationally relevant and in demand. Participants must also demonstrate sufficient progress in the program as determined by the MWA. No additional hours of participation are required beyond the minimum 30 hours per week, unless the participant is from a two-parent family receiving federally funded child day care. A two-parent family that receives federally funded day care must work the additional hours (25) per week (total required hours [55] minus the hours of participation [30] in the program) to meet the work participation requirements.

In cases where a CVT lasts less than six months, the participant is eligible for enrollment in one additional CVT for a combined period not to exceed a total of 12 months. All CVT participants should be supervised no less frequently than daily.

C. Internships, Practicums, and Clinicals - Full-time internships, practicums, or clinicals required by an academic or training institution for licensure, professional certification, or degree completion. The program must be occupationally relevant and in demand as determined by the MWA. Participants must also demonstrate sufficient progress as determined by the MWA.

No additional work requirement is necessary unless the participant is from a two-parent family that receives federally funded day care. A two-parent family that receives federally funded day care must work the additional hours per week (total required hours minus the hours of participation in the program) to meet the work participation requirements.

All internships, practicums, and clinicals participants must be supervised no less frequently than daily. The length of time for which a participant may be enrolled in this activity shall be limited to the educational institution's requirements for completion of the associated program. Any participation time in this activity

exceeding 12 months per individual may not be counted towards federal participation requirements.

Internships, practicums, and clinicals that consist of unpaid activities in the private or public non-profit sector that directly benefit the community serving a useful purpose may be defined as a CSP. Should an MWA define an Internship, Practicum, or Clinical as a CSP, all conditions of CSPs must be adhered to.

9. Job Skills Training Directly Related to Employment is a Non-Core Activity. This activity is for recipients who possess a General Educational Development (GED) or high school diploma. It consists of training and education for job skills required by an employer to provide individuals with the abilities to obtain or advance in employment or adapt to changing workplace demands. Job skills training focuses on educational or technical training designed specifically to help individuals move into employment. Placement into this activity constitutes the appropriate comprehensive basic skills education required for individuals assessed at math and/or reading levels below ninth grade. Per section 405 (12) of the Workforce and Career Development section of Public Act No. 345, up to 15 hours per week of classroom seat time plus one hour of supervised, related study time for each hour of seat time may be counted towards participation requirements. Participants enrolled in CSP in conjunction with this activity may count a maximum of 36 months of participation in this activity towards state participation requirements. Participants enrolled in CSP in conjunction with this activity may be provided supportive services for a maximum of 24 months. Participants must meet the required minimum number of hours in core activities to meet federal participation requirements.

Job skills training can include customized training to meet the needs of a specific employer or it can be general training that prepares individuals for employment. This can include literacy instruction or language instruction when such instruction is explicitly focused on skills needed for employment or combined in a unified whole with job training. Job skills training directly related to employment should be supervised on an ongoing basis, no

less frequently than daily.

Certain baccalaureate and advanced degree programs may be defined as Job Skills Training Directly Related to Employment. Such programs must consist of training and/or education for job skills required by an employer to obtain or advance in employment, and must be applicable to an occupation that the MWA has determined to be in-demand.

10. Education Directly Related to Employment is a Non-Core Activity. This activity is for recipients who have not received a high school diploma or a certificate of high school equivalency. It involves education related to a specific occupation, job, or job offer. The activity includes courses designed to provide the knowledge and skills for specific occupations or work settings, but may also include adult basic education and ESL. Where required as a prerequisite for employment by employers or occupations, this activity may also include education leading to a GED or high school equivalency certificate.

Per section 405 (12) of the Workforce and Career Development section of Public Act No. 345, participants enrolled in CSP in conjunction with this activity may count up to a maximum of 36 months of participation in this activity towards state participation requirements. Participants enrolled in CSP in conjunction with this activity may be provided supportive services for a maximum of 24 months. The calculated hours may include actual classroom seat time up to 15 hours per week, plus up to one hour of supervised, related study time for each hour of classroom seat time (excluding GED preparation). Participants must meet the required minimum number of hours in core activities to meet federal participation requirements.

Per section 405 (14) of the Workforce and Career Development section of Public Act No. 345, GED preparation is limited to 12 months, with a maximum of ten countable hours of classroom seat time per week. Participants must meet the required minimum number of hours in core activities to meet federal participation requirements.

Placement into this activity constitutes the appropriate comprehensive basic skills education

required above for individuals assessed at math and/or reading levels below ninth grade. Participants in education directly related to employment should be supervised on an ongoing basis, no less frequently than daily.

A standard of progress should be developed by the educational institution to count hours of participation. Satisfactory progress should be judged by, but not limited to, progress reports, report cards, grade point average, or a time frame within which a participant is expected to complete such education.

Note: To comply with Public Act 345, participants in the JET Program shall not be enrolled and counted in membership in a school district or intermediate school district.

11. Satisfactory Attendance at Secondary School or in a Course of Study Leading to a Certificate of General Equivalence is a Non-Core Activity. Unlike "education directly related to employment," this activity need not be restricted to those for whom obtaining a GED is a prerequisite for employment. The activity consists of regular attendance, in accordance with the requirements of the secondary school or course of study at a secondary school; or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate. The former is aimed primarily at minor parents still in high school, whereas the latter is aimed at participants of any age.

This activity may not include other related educational activities, such as adult basic education or language instruction, unless it is linked to attending a secondary school or leading to a GED.

In addition to regular school attendance at a secondary school or in a course of study leading to a certificate of general equivalence, participants should be making "good or satisfactory progress" for the activity to count towards their participation time. Satisfactory progress should be judged by, but not limited to, progress reports, report cards, grade point average, or a time frame within which a participant is expected to complete such education. Per section 405 (14) of the Workforce and Career

Development section of Public Act No. 345, participants enrolled in a secondary school or in a course of study leading to a GED certificate may count a maximum of ten hours of classroom seat time per week towards participation requirements. There is no time limit on high school completion. GED preparation is limited to 12 months. Participants must meet the required minimum number of hours in Core Activities to meet minimum federal participation requirements.

Participants in this activity should be supervised on an ongoing basis, no less frequently than daily.

Note: To comply with Public Act 345, participants in the JET Program shall not be enrolled and counted in membership in a school district or intermediate school district.

PROHIBITED

In all such instances where participants are placed into any of the allowable work activities, they shall not be placed into vacancies created as of the result of layoffs, strikes, or bona fide labor disputes. While participants cannot displace employees who were involuntarily terminated due to staffing reductions, they may fill positions that occur due to attrition, as in cases where former employees voluntarily vacated positions. Concurrence must be obtained from the union prior to placement into vacancies if there is union representation.

The proposer must also implement case management procedures including the entry of actual hours of participation entry of educational and training outcomes, and guidelines regarding excused absences may be found in the state of Michigan's Bureau of Workforce Program Policy Issuance 06-34 and its changes.

General Requirements of Service Providers CLASSROOM TRAINING –

Classroom Training is instructional training conducted in an institutional setting that provides an individual with basic education skills required to enter full-time, unsubsidized employment or specific occupational classroom training. This type of training may combine classroom instruction with laboratory, hands-on training and other educational techniques. Instruction methods

may include a combination of group instruction with individualized instruction, tutorial, computer-assisted, or other training methods that relate classroom learning to typical workplace environments. Skills taught are expected to enhance the employability of participants by upgrading their basic skills.

Specifications for Classroom Training

Class Size will be 15-25 participants.

Instructional Staff-Participant Ratio will be no less than one qualified instructor per class. If the ratio of participants to staff increases, written justification must be provided to DWDD. For "hands-on" activities, the ratio must be appropriate for the available equipment and need for direct supervision.

Instructor qualifications must include certification and licensing where appropriate. Instructors must possess sufficient subject matter expertise and teaching ability in order for the participants to meet their education-related goals.

Start Dates of training may be staggered. If the proposed training program can accommodate open entry/exit of participants, such may be proposed, but must be clearly addressed in the proposal. DWDD prefers the open entry/open exit of participants into and out of JET-funded programs. The proposed start and end dates of the training program should be specified.

Class schedules must be developed and adhered to throughout the contract implementation period. Any changes in class schedules must be approved by DWDD.

The length of training will vary. JET participants have specific program requirements. DWDD recommends that proposers provide a schedule that is conducive to the required program activity.

PART III - ELIGIBILITY INFORMATION

Eligibility: Eligible applicants include education and training entity(s), and community and/or faith-based organizations. Eligible entities include non-profit, for-profit, public, for-profit community- and/or faith-based organizations which have demonstrated the expertise,

capability, and capacity to:

- Contribute to workforce development in the Detroit area;
- Provide the basic activities and programs of the JET; and,
- Design, implement, and administer complex service delivery systems, and facilities.

No more than one bid will be accepted from any one proposer.

Organizations are ineligible if they are currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a federal department/agency, or if they are not in compliance with the state of Michigan Department of Revenue or Internal Revenue Service requirements.

Demonstrated Partnerships: Applicants are encouraged to think broadly and to collaborate with entities that possess a sound grasp of workforce needs of the metropolitan area of the city of Detroit.

Applicants' Share of Resources: Applicants are required to commit non-federal resources equivalent to at least 10 percent of the grant award amount. Cash or in-kind contribution to support allowable activities may be considered as the applicant's match resources. Federal resources of any kind may not be counted to meet these requirements. DWDD prefers that the in-kind match directly advance participant outcomes.

Please note: The cash or in-kind contribution requirement must be an allowable charge or cost for federal grant funds. If the cost is not an allowable grant-funded charge, then it cannot be counted toward the selected applicant's share. Match resources are subject to the Uniform Administrative Requirements at 29 CFR 97.24 and 29 CFR 95.23 (depending on the applicant's type of organization).

PART IV - AWARD INFORMATION

A. Funding: Temporary Assistance For Needy Families, state of Michigan General Fund, General Purpose

funding and other available funding.

B. Length of Performance: JET applicants should submit a budget reflecting all anticipated costs associated with operating a JET program for an 11-month period. The performance period for this contract will not be earlier than November 1, 2007 or later than September 30, 2008. Based on service provider performance during Program Year (PY) 2007, and contingent upon availability of funds, contracts may be extended for service during PY 2008 and PY 2009 at the discretion of DWDD.

C. Bonding: Applicants must identify the individuals in their organizations who will be responsible for handling all JET funding. Evidence that these individuals are bonded will be required prior to finalization of the contract with the city of Detroit.

D. Stipulations: The Request for Proposal is competitive. Each offer should be submitted in the most favorable terms the proposing agency can submit from a price and technical standpoint. The offer is subject to negotiation, but costs cannot increase during contract negotiation, unless required by the city. The city has the right to terminate the negotiation process at any time for default, or for convenience, at such time as the city deems appropriate.

E. Possible Modification: Any organization applying under this RFP must be willing to adapt its proposal to specific funding guidelines or changes in city, state, or federal regulations or policies.

Applicants may be required to submit cost, technical, or other revisions of their proposal that may result from negotiations.

F. Pre-Award Conditions: DWDD reserves the right to request additional information to amplify, clarify, or support proposals. DWDD also reserves the right to conduct an on-site pre-award survey of the proposal's facilities. In addition, the applicant's administrative and programmatic delivery systems will be reviewed. The applicant will be expected to have at least one knowledgeable staff member available to respond to questions. Performance data from other jurisdictions and funding sources regarding the applicant's ability to meet planned

goals and funding requirements will be verified, and the award is contingent upon the verification of information.

Findings from the pre-award survey will be used in determining the potential contractor's capability. These findings will take precedence over any written statements in the proposal that cannot be verified onsite.

DWDD may include as part of an on-site pre-award survey an assessment of the reasonable accommodations needed for facilities, furniture, materials, and equipment in order to satisfactorily serve persons with disabilities, including those with hidden disabilities.

DWDD has the right to terminate the RFP process at any time for default, or for convenience, at such time as the Department deems appropriate.

G. Cost Allocation Plan: DWDD requires contractors, prior to the start of the program, or at the beginning of contract negotiations, to produce a letter from a CPA firm that acknowledges the review and approval of the contractor's cost allocation plan. The cost allocation plan must identify JET and other staff, operational, and other related costs.

H. City Contracting Procedures: The proposing agency must accept DWDD's contract boilerplate language or have a negotiated revision to said language on file with the city of Detroit Law Department.

No monies can be released to selected agencies until (a) a city of Detroit contract has been signed with the proposing agency; (b) the agency meets all city of Detroit specifications; and, (c) City Council approves the proposed contract.

The city reserves the right to decrease or increase contract amounts during the life of the contract, based on utilization of funds, agency performance, and the availability of federal funding.

DWDD requires each contractor, prior to the start of the program, to have one of the following:

1) A Certified Public Accountant (CPA) on staff or on retainer

or

2) An accountant on staff or on retainer with at least seven years of grant accounting experience.

DWDD requires all contractors that are providing direct customer services to acquire and use a case management software system. This system should include, at a minimum, the ability to enter and update information pertaining to customers and to track changes by the users. This may be amended from time to time through advance written notice.

DWDD requires that contractors meet all participant reporting requirements for maintaining records and entering information into the MDLEG's Management Information System (MIS).

DWDD will conduct periodic monitoring of all contractors to determine contractual compliance relative to performance outcomes, quality of operation, and customer service.

I. Qualifying Statement: DWDD in conjunction with the DWDB, reserves the right to accept or reject any or all proposals received. DWDD also reserves the right to negotiate with all qualified sources. DWDD may cancel this RFP in part or in its entirety, if it is in its best interest to do so.

This RFP does not commit the city of Detroit, DWDB or DWDD to award a contract, to pay any costs incurred in the preparation of a proposal under this request, or to procure or contract for services.

J. City Additional Insured Requirement: The city of Detroit requires that all contractors, as a condition of contract approval by the city, obtain liability insurance coverage, including theft, dishonesty, negligence, and failure to perform, from their own insurance carriers, which names the city of Detroit as "also insured" for the proposed funded program, project, or activity. At the time of contract negotiation, all contractors will be required to present evidence of liability insurance coverage that conforms to this requirement.

K. Additional Contractor Clearances:

To qualify for a contract with the city of Detroit, applicant organizations must qualify for the following clearances from the city of Detroit:

- City of Detroit Income Tax Clearance;
- City of Detroit Personal Property Tax Clearance;
- City of Detroit Real Estate Tax Clearance;
- City of Detroit Human Rights Clearance; and,
- City of Detroit Buildings and Safety Department Clearance (Agencies will be responsible for fees charged for this service.)

All applicants must qualify for, and DWDD must receive, all five (5) clearances prior to the completion of any contract with the city of Detroit. Prior to authorization to begin contract negotiations, all clearances must be on file at DWDD.

L. Americans with Disabilities Act: The Americans with Disabilities Act (ADA) requires all employers and agencies receiving federal funds to have their workplaces and program facilities accessible to persons with disabilities.

DWDD has designed an initiative dedicated to expanding the capacity of JET to increase and improve services to persons with disabilities, including hidden disabilities.

The DWDD workforce staff and System Navigators will provide all JET-funded agencies with training, guidance, and support in all program areas. Some of the program areas include the following: outreach, recruitment, assessment, staff development, curriculum and materials development, career development, planning, partnership building and collaboration, employer training, and parent/family support and training.

Agencies that are funded under this RFP should anticipate including among its participants with disabilities those who have hidden disabilities such as psychiatric disabilities, substance addiction, mental retardation, and learning disabilities. For the purposes of this RFP, an individual with disabilities is defined as an individual having a physical or mental impairment that

substantially limits one or more of his or her major life activities, or, has a record of such impairment, or is regarded as having such impairment.

M. Nondiscrimination: Projects funded in response to this RFP are considered projects receiving federal or state financial assistance and, as such, are subject to prohibitions against discrimination. Specifically, no individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of, or in connection with, any such program because of race, color, religion, sex, sexual orientation, national origin, age, disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in programs funded under the JET.

N. Conflict of Interest: DWDD has adopted appropriate procedures and practices to ensure that conflict of interest is avoided in the procurement and authorization of all JET-related goods and services. Proposing organizations must have on record procedures and practices to avoid conflict of interest in the procurement of goods and services and the utilization of JET funds.

O. Maintenance of Effort: DWDD requires that all programs and services proposed pursuant to this RFP are in addition to programs and services already being provided by the proposing organization. Programs and services funded by the JET may not be used to defray the costs of, or to supplant existing programs or program service levels available through the proposing organization. Proposing organizations must be able to demonstrate that existing service levels, e.g., the percentage of participants served by existing funded programs, does not decline because of JET funding.

P. Continuous Quality Improvement: The city of Detroit has begun a continuous quality improvement initiative whereby all services and practices of the city will become the focus of scrutiny and continuing improvement efforts. The city of Detroit's goal is to become the best-managed city in the nation. The city has adopted a Continuous Quality Improvement strategic plan of action for all city departments to achieve this goal. This plan contains the Department's vision, mission, goals,

plans of action, projects, and measures that the Department intends to achieve from the year 2007 and beyond. Program service provider organizations must also be part of this effort toward continuous quality improvement in serving our customers. Customer satisfaction with the services provided by a participating organization will ensure favorable employer response to referrals and better recognition from grant makers. DWDD therefore is requiring that all contractor service provider organizations develop, keep on record, and follow a plan for continuous quality improvement of internal operations and customer services that will improve employee, employer, and participant satisfaction. All contractors are expected to engage in continuous internal performance management and take proactive corrective action if performance falls below target levels.

Q. Contractor Acknowledgement: Contractors must display DWDD's logo, MDLEG's logo, and the Michigan Works! logo on all published documents, including brochures, letterhead stationery, and marketing materials including television ads, newspaper ads, and all signs on buildings and vehicles as a means of establishing brand recognition and community awareness of this department and its many services. The Department's logo, MDLEG's logo, and the Michigan Works! logo in all visual materials must be equal in size to the contractor's logo and must be accompanied somewhere in the document by the statement, in at least 10-pitch type, that: "Funding provided by the city of Detroit." Proposing organizations must stipulate that they will conform to this requirement in their proposals.

R. Freedom of Information Act: Public documents may be requested under the Freedom of Information Act (FOIA) by an individual, corporation, Limited Liability Company, partnership, firm, organization, association, governmental entity, or other legal entity. DWDD, a Michigan Works! Agency, is regulated by the city of Detroit and state of Michigan governments and is mandated by FOIA.

S. Organizational Design and Information: The DWDD requires that all organizations affirm that the information contained in their

proposal is entirely their own product or program design and is based on their organization's operational capacity. The proposing organization must attest that the information contained in their proposal was not removed or copied without permission from another source or entity not affiliated with their organization.

T. Additional Provisions: DWDD reserves the right to decline payment for any line item for which services were not performed in an acceptable manner. Failure to produce documentation shall constitute a basis for charge-back to the contractor for a period not to exceed seven years after the termination of the contract. The city is not required and does not agree to adhere to the personnel policies of the contractor. The city shall not be liable for any employee costs in excess of the annual salary for an individual employee and shall not pay for accrued vacation, sick or personal time. All Memorandums of Agreement (MOA), Memorandums of Understanding (MOU), or subcontracts relating to this procurement must be approved by DWDD.

U. Specific Questions: All questions will be answered at the Bidders' Conference on September 24, 2007. After this date, the Operations Division will not entertain questions. Questions shall not be directed to any other DWDD staff members.

PART V – APPLICATION AND SUBMISSION

Content and Form of Application Submission: Applicants must submit an original signed application and three copies. The proposal must consist of all parts indicated in the RFP content. Applications that fail to adhere to the instructions in this section will be considered non-responsive and will not be considered.

The following information is required:

- A two-page summary of the proposed project and application's contents;
- A table of contents listing the application sections;
- A timeline outlining project

activities;

- A Statement of Work; and,
- A Budget.

Please note that there is a 25 page limit for the narrative section which includes the summary, table of contents, timeline, and statement of work. The budget, required documentation and supporting documentation may be submitted as attachments. The proposal should be double spaced using a 12 pt font. Applications that do not meet these requirements will not be considered.

Submission Date, Time, and Address: September 28, 2007, the completed proposals are due in the office of the Detroit Workforce Development Department's Operations Division, Second Floor, 707 W. Milwaukee Avenue, Detroit, Michigan 48202, between the hours of 8:30 a.m. and 4:00 p.m. Applications received after the submission date and time will not be considered.

Part VI – APPLICATION REVIEW INFORMATION

All proposals that are complete and meet the specifications of the RFP will be given a numerical rating score, based on the rating criteria outlined in the Application Review Information.

A. Selection Criteria:

Several key factors must be contained in proposals to establish and operate JET in order for the proposals to be competitive:

System Promotion and Customer Recruitment. The proposal should demonstrate how the JET would meet its responsibility for upgrading the academic skills of participants and preparing them for the workforce.

Service Quality. The proposal should clearly state its quality standards and how it intends to achieve them. It should demonstrate how it will qualitatively and quantitatively measure these standards, using internal evaluation mechanisms, customer surveys, etc. and it should describe how it would make adjustments as needed.

Feasibility. The proposal should demonstrate a logical and realistic

operational plan with an allotted time frame. The proposed organizational structure, staffing plan, and facility should correspond in size, scope, and capacity to the services and programs the JET will provide. The operational plan should also have the flexibility to allow for growth and adjustments in the programs offered and service delivered.

Capacity. The applicant must demonstrate its experience and ability to organize a complex, multi-faceted service delivery system.

Matching Contributions. The applicant should specify the required cash and in-kind contributions that will be used to develop the JET.

The cash or in-kind contribution requirement must be an allowable charge or cost for federal grant funds. If the cost is not an allowable grant funded charge, then it cannot be counted toward the selected applicant's share. Match resources are subject to the Uniform Administrative Requirements at 29 CFR 97.24 and 29 CFR 95.23 (depending on the applicant's type of organization).

B. Statement of Work/Rating Criteria:

Summary (5 Points). The applicant should provide a two-page summary of its vision of the JET program it proposes to operate; include in the summary the applicant's qualifications to operate an JET program including its customer base, primary goals and objectives, range of services, and projected budgeted costs for an eleven-month period.

Applicant Capacity (30 points). Proposals should address each of the points listed below to demonstrate that the applicant has the experience, expertise, and ability to operate a JET program.

Organization characteristics. The applicant should provide the organization's mission, service philosophy, and basic services.

Structure and scale of current operations. Provide current annual budget, managerial capacity, and fiscal systems. Describe current computer technology, information technology systems, and related staff expertise.

JET and Work First experience. Describe what adult education

and/or workforce development services you now provide. Provide the number and type of participant contacts and the successful outcomes you have achieved for each of the past three years. Include documentation on participants' improvement in job placement, job retention, wage earnings and other similar performance measures. Describe the participant profile, e.g. does the applicant organization specialize in serving disadvantaged individuals, individuals with disabilities, or other special populations, or does it operate a multi-constituent service delivery system. Include all employer relationships that have been established. Include detailed resource commitments to job development and describe the existing linkages, e.g. employment, staffing, or community organizations. If a contractor has not maintained a satisfactory past performance, the contractor must provide justification for past performance deficits and a corrective action plan that will ensure improved future performance.

Staff capacity. Describe the experience, training, certification, and expertise of current staff and the applicant organization's methods of upgrading the skills of its own workforce, particularly with regard to customer service. Be specific concerning any current staff that would be dedicated to working in the JET.

Referral policy. The proposal should describe a comprehensive policy for providing referrals to customers, based upon their vocational training, education, or support service needs. The policy should include assurances that the customers' best interests are met, within the restraints of eligibility and affordability. The applicant should demonstrate knowledge of human services available in the Detroit area.

Continuous Quality Improvement. The proposal must describe service delivery quality improvement policies and procedures used by the proposer. Be specific in describing the methods used to collect information on services and how the agency responds to areas needing improvement. Provide examples of recent transformations or innovations introduced into the organization to promote quality.

Integrity. The proposal should describe how the proposer has and will continue to provide commitment to the development of the city of Detroit's workforce.

JET Design (20 Points). The JET design is to be prepared according to the guidelines in this section. Respond to all of the following points, where applicable, to describe the applicant's proposed design for JET.

Hours – Opening hours for the program should include regular weekdays.

Supportive Services Counseling – Describe any counseling or supportive services available through the proposing agency or other agencies, which could benefit participants.

If the proposing agency does not provide supportive services directly, describe how such services will be provided when they are required.

Other Official Documents – Identify any other documents submitted as attachments. Include applicable items: most recent audit report, incorporation papers, 501 (c)(3) papers, organization chart indicating where and how the program fits into the larger organization.

Design for Core Allowable Activities

For the proposed core allowable activities respond to the following points where applicable.

Core Activities Overview– Provide an overview of the core activities of the proposed program. Identify which core activities will be provided. Specify whether job search and placement will be part of the core activity. Describe the number and frequency of employer contacts that will be required to identify sufficient job openings to meet program placement goals. Specify whether unfilled job openings identified will be transmitted to the One-Stop Career Centers for further placement efforts. Describe the procedures that will be used to match participants with job openings. Describe any software database packages or products that will be used to help match participants with job openings.

Employer Recruitment and Outreach – Describe the methods and

techniques to be utilized to publicize the JET program in the local employer community, any industries and occupations of concentration, numbers and examples of potential employers already identified.

Minimum Entrance Criteria – Describe any entry requirements for the JET Core program activities. Describe any assessment tools used to determine suitability of training and job-readiness of applicants.

On-Site Childcare – Specify whether on-site childcare will be available to the dependent children of participants. Describe how participants will be prepared to find quality childcare during and after participation in the JET Program.

Program Design – Describe how the proposed JET core activities will function. Include, at a minimum, if applicable:

Length of proposed training – Specify daily hours of training including time for lunch, weekly training schedule, and number of weeks. Include a list of official holidays and other days training will not occur. Specify that Core activities time length.

Curriculum to be used. Provide a detailed outline identifying each unit, specific skills per unit, number of hours per unit and total hours of training in the proposed program.

Instructional method – Describe methods and techniques including innovative combinations, rationale for use, participant staff ratios for each type of program activity. Describe how the training will be made workplace context-based.

Instructional tools, equipment and supplies – Specify whether such items are on hand or to be procured. As an attachment, provide item lists including number to be provided: textbooks, workbooks, instructional aides, instructional supplies and packaged learning systems, if appropriate.

Internal attendance control. Describe workplace-based procedures for recording and verifying participant attendance at training, e.g., time sheets, punch time clocks, pay stubs and other methods, as well as the system for control and follow up for participant interviews with potential employers.

Participant orientation – Describe

methods for informing participants of their responsibilities and rights, and reinforcing program purpose. Indicate what hands-on experiences will be made part of the orientation.

Employment-related counseling – Describe techniques, methods, topics of counseling sessions, frequency, group, one-on-one, job club context, duration after placement, and how counseling will assist participants in obtaining and retaining unsubsidized employment.

Indicate how the job development process will result in the matching of participating women with job openings in nontraditional occupations.

Specify that, wherever feasible, job openings will be developed with employers that have on-site childcare facilities available to dependent children of participants.

Retention Strategy – The individualized action steps the proposer will take to encourage continuous attendance and achievement of goals by the participant

Testing and Achievement Measurement – Describe procedures to monitor participant achievement of skills during the program, use of automated assessment systems, written evaluations, frequency, impact, and assistance to participants not making satisfactory progress.

Placement Occupations – Specify occupational areas/clusters appropriate for unsubsidized employment after Job Search and Job Readiness training.

Placement Verification – Describe procedures for verifying unsubsidized full time employment for participants in the training program.

Staff Responsibilities and Qualifications – Briefly describe the proposed project staffing requirements including only those positions to be funded in whole or in part by the JET program. For each position, include the number of staff, description of duties and minimum qualifications. Provide an organizational chart as an attachment to this proposal.

Design for Non-Core Allowable

Activities

For the proposed non-core allowable activities respond to the following points where applicable.

Non-core Activities Overview - Give an overall description of the proposed non-core activities and describe how they will be coordinated with the core activities. Specify the job titles, which are being trained for at the present employer or specify the employer, other than the present employer, where a higher-level job with more advancement potential has been developed. Specify appropriate job-related skills to be taught, the expected hourly wage at training completion, total number of participants to be served, and address of training site. Indicate that participants will meet eligibility requirements for the non-core activity.

Program Design - Describe the proposed training program as it will function and include the following:

Occupational Training Information - Identify the specific occupational title and provide a brief job description of the training occupation, specifying the skill proficiency requirements. Justify the need for such training by providing local labor market statistics, potential employers, and the number of expected job openings in the Detroit area. Proposals including training for women in nontraditional occupations must provide labor market statistics, potential employers, and the number of expected jobs for women.

Agency Capability and Experience - Describe the agency's capabilities and prior experience in working with the hard to serve and other target groups.

Minimum and Maximum Entrance Criteria and Applicant Assessment - State the minimum and maximum entry criteria for selecting trainees. Identify any assessment tools that will be used to determine suitability of training, job-readiness of applicants, occupational interests, and potential capabilities in order to pre-screen eligible applicants. If assessment tools are other than standardized test instruments, provide a copy of each as an attachment to the proposal.

Class Size and Instructor - Participant Ratio - State the number

of participants per class and the ratio of qualified instructors to participants.

Start and End Dates of Training - Specify the start and end dates of the training program. If open entry/exit of participants is proposed, describe its impact on the curriculum and instructional methods used.

Length of Training - Specify the daily hours of training including time for lunch, weekly training schedule, and number of weeks. Include the list of official holidays and other days training classes will not be held.

Specify how, as much as possible, the daily schedule of training will accurately reflect a real work schedule.

Curriculum - Provide a detailed outline of each unit of training, specific skills to be acquired per unit, and total number of hours required for completion per unit. Indicate the minimum number of hours required for completion of the program. The training curriculum must be organized into units that are coordinated with performance benchmarks.

Work Context-Based Remedial Education - State the general plan to improve the reading, math, or other skills of participants who fall short of entry requirements or have difficulty keeping up.

Instructional Methods - Describe the method(s) and technique(s) of instruction including innovative combinations and rationale for use.

Describe how participants will be utilized to provide peer tutoring in skills they have mastered.

Instructional Tools, Equipment and Supplies - Describe tools, equipment and supplies to be used and specify whether such items are on hand or to be procured. List equipment on hand only. Do not list items to be purchased on this form. Include items to be purchased in the line-item budget proposal (Exhibit II). As an attachment, provide an itemized list, including number to be provided, of textbooks, workbooks, instructional aids, equipment, instructional supplies, and packaged learning systems (if appropriate).

Participant Orientation - Describe the method for informing participants of

their responsibilities, rights, and orientation to the program purpose.

Testing and Assessment - Describe how participant progress will be measured during training. Include type of tests and/or measurement system that will be used, frequency of testing, monthly or other progress reports, and assistance that will be provided to participants not making satisfactory progress.

Employment -Related Counseling - Describe the techniques, methods, and topics of counseling sessions, their frequency, if group or one-on-one counseling, and how counseling will assist participants to successfully complete training and obtain subsequent employment.

Specify the on-site childcare facilities that are available at the training facility for participants for whom childcare is a barrier to participation. If childcare is not available, indicate what other childcare arrangements may be made for participants. Indicate what steps are being taken to establish a childcare facility at the training location. Indicate what steps will be taken to assist participants to arrange childcare during and after participation in JET activities.

Completion Criteria - Describe the criteria for successful training completion including the minimum number of training hours required. Include the specific skills and proficiency levels to be achieved.

Identify any equipment participants will need to know how to operate. If a license or special certification is required, specify the date and place of the qualifying examination and outline license or certification requirements.

Describe how the number of training hours completed will be tracked and documented.

State the criteria for successful completion of basic educational skills.

Staff Responsibilities and Qualifications - Briefly, describe the proposed project staffing requirements. Include only those staff that will deliver the training. For each position, include the number of staff, description of duties, and minimum qualifications.

Provide a project organization chart as an attachment and resumes of staff.

Cash and In-Kind Contribution (10 Points). Provide an overview of the cash and in-kind contribution that the contractor will provide to the JET operation.

Applicants must indicate the cash or in-kind resources from non-federal sources available to augment federal dollars in the development and implementation of the project. Non-federal resources may include those provided by private entities, foundations, and state and local tax revenue funds, among others. The contractor is expected to contribute resources, either through cash or in-kind contributions, totaling at least 10 percent of the amount of funding requested from DWDD. Preference will be given to in-kind services that directly impact the program outcomes.

Those proposers that provide more than the required minimum percentage will receive more percentage points for this category.

Performance Standards, and System Outcomes (20 points).

The proposal must describe the applicant's method to demonstrate the following:

- Verification of all participants' individual service plans;
- The percentage of increase in academic grade-level achievement, GED completion, certification, and other appropriate academic attainment measures (if applicable);
- The percentage of participants that have accomplished one or more goals from a career ladder plan (if applicable);
- The entered employment rate for participants;
- The average wage gain in earnings for participants;
- Retention employment rate for participants;

- Average hourly earnings at retention; and,
- Weeks worked in follow-up period.

Budget (15 Points). The JET budget should provide a detailed budget for an eleven-month period. DWDD will institute a hybrid of fixed-price and performance-based contracting for contractor payments. Seventy percent of the contract will be fixed-price based on reimbursement for costs including rent, staff salaries, supplies, fees and other allowable program costs. Thirty percent of the contract will be based on performance. Up to 10% percent of the performance payments will be made for the first three quarters for meeting the performance measures for the first, second and third quarters of the contract based on the following repayment schedule:

- 1/3 payment for meeting DWDD's benchmarks for employment;
- 1/3 payment for meeting DWDD's benchmarks for employment retention;
- 1/3 payment for meeting DWDD's benchmarks for case closure due to income.

Where applicable, the performance-based benchmarks must include participant carry-ins from the previous year.

Definitions:

Assisted Services: Services provided by the Detroit Workforce Service System that require assistance by Workforce System staff including evaluation and assessment of occupational or academic skills, referrals to training, supportive services and other services provided by the workforce system or career service staff to participants.

Bonding: A form of business insurance that is usually purchased to protect employers from any loss of money or property incurred as a result of employee misconduct. It protects an employer against employee theft, larceny, or embezzlement committed by a covered employee.

Continuous Quality Improvement is a documented operational plan

that seeks to implement a quality organization through improved management, employee performance, and customer satisfaction.

Customized Job Placement occurs when a job developer provides a participant with an individualized job lead that allows a participant to apply for a job that he or she is qualified to hold.

Faith-based organization: There is no federal definition of a faith-based organization. If an organization defines itself as a faith-based organization, then it is treated as such.

Freedom of Information Act: The Freedom of Information Act (FOIA), is found in Title 5 of the United States Code, Section 552. It was enacted in 1966 and provides that any person has the right to request access to federal agency records.

In-Kind Contribution: the value of non-cash contributions provided for the project or program that is not derived from the project or program's allocated funds. In-kind contributions must be allowable costs identified in relevant Office of Management and Budget (OMB) circulars. In-kind contributions often are in the form of real property, equipment, supplies, and other expendable property, and the value of goods and services directly benefiting and specifically identifiable to the project or program.

Memorandum of Agreement/Understanding: An agreement between two or more entities concerning their respective roles and responsibilities in the implementation of a contract or shared task.

Non-profit organization means any 501 c 3 corporation, trust, association, cooperative, or other organization which is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; is not organized for profit; and uses its net proceeds to maintain, improve, and/or expand its operations. For this purpose, the term "non-profit organization" excludes colleges and universities; hospitals; state, Local, and federally-recognized Indian tribal governments; and those non-profit organizations which are excluded because of their size and nature of operations, can be considered to be

similar to commercial concerns.

Participant: An individual determined eligible to participate in the program and that receives a service funded by a program in a MichiganWorks! System.

Public Organization: an entity that possesses taxing authority, or one whose chief administrative officer or board, etc., is elected by the voters-at-large or their appointment is approved by an elected official.

Workforce Service System is a system under which entities responsible for administering separate workforce investment, educational, and other human services programs and funding streams collaborate to create a seamless system of service delivery that will enhance access to program services and improve long-term employment outcomes for individuals receiving assistance.

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